



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. BOX 41100 • Olympia, Washington 98504-1100

April 10, 2019

TO: Superintendents
All Mailroom Sergeants
Property Room Sergeants

FROM: *PLC/H*
Rob Herzog,
Assistant Secretary Prisons

RE: UPDATED-Used Publications

Effective immediately this memorandum supersedes and replaces my memo concerning used publications dated March 12, 2019. The department will once again accept used book donations from approved non-profit vendors and organizations from which you previously received for both individual incarcerated persons and groups. Concerns about contraband introduction led me to issue the original directive. After conducting further review, the data does not support continuing the restriction on donated used books. I am now reaffirming that the department will continue to support the receipt of donated used books. The continued access to donated books will support the goal of increased literacy, educational pursuits and appropriate idle time activity.

Each facility is directed to revisit, strengthen where needed and establish strong practices to ensure an inspection/search of every donated book. DOC 450.100 Mail for Prison Offenders and 420.375 Contraband and Evidence Handling (restricted) define the process for rejection of a publication and managing any discovered contraband. DOC 450.100 Mail for Prison Offenders will be updated to reflect local parameters are established for the receipt, search and issuance of used books.

Effective immediately all prisons will allow books to be donated to the facility if coming from one of the approved non-profit organizations identified in the attached “Approved Non-Profit Used Book Vendors.”

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In the future when a Superintendent receives a request from a new non-profit used book organization requesting to send books to individual incarcerated persons, please forward to the Headquarters Correction Manager Roy Gonzalez. This will streamline procedures to apply consistent criteria when evaluating the request from an organization. Current policy allows for the superintendent to approve or deny non-profit vendors. That practice will remain in effect.

One area needing to be strengthened is department communication with our approved non-profit vendors. Department representatives and I will be speaking with our approved non-profit vendors to discuss safe guards that should be in place before mailing a book to a prison. Prisons leadership will reach out to each of the approved vendors informing them of the approval to again begin sending books to the incarcerated.

If you have any clarifying questions please direct them to myself.

RH:vjl

cc: Jeremy Barclay, Director – Engagement and Outreach
 Scott Russell, Deputy Director Command A
 Eleanor Vernell, Deputy Director Command B
 Tomas Fithian, Deputy Director Command C
 Belinda Stewart, Correctional Programs Administrator
 Roy Gonzalez, Corrections Manager
 Tracy Schneider, Correctional Specialist 3
 Billie Peterson, Program Manager – Policy Office
 Loretta Taylor, Administrator – Educational Services



Approved Non-Profit Used Book Vendors

- Books to Prisoners/Left Bank Books
- Books through Bars
- Women's Prison Book Project
- Prisoners Library Project